

MEMO FOR DCI

27 Sep 79

From:

1. DDO recommends a quick courtesy call on 29-30 Nov for who wants to extend an invitation to you to visit DDCI is hosting a luncheon for him on 27 Nov.

☒ Schedule O/C

☐ No

2. was scheduled to call on you tomorrow, but cancelled when advised of your shaky schedule. C/EA Div, said he had only intended to pay a courtesy call to let you know that he is very satisfied with the excellent Station support and good relationship.

STAT

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OF CALL

TK:

☐ YOU WERE CALLED BY— ☐ YOU WERE VISITED BY—

OF (Organization)

C/EA Division

☐ PLEASE CALL → PHONE NO. _____ ☐ FTS
CODE/EXT. _____

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

[redacted] cancelling appt.
w/DCI. He had only intended to
pay courtesy call and realizes how
busy DCI is at this time. Please
let DCI know that he is very satisfied
with excellent Station support--
relationship is good.

RECEIVED BY

DATE _____

TIME

63-109

STANDARD FORM 63 (Rev. 8-76)
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